



Bill Owens
Governor

Colorado Department of Local Affairs

Barbara Kirkmeyer
Acting Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

BULLETIN NO. 23

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

DATE: June 21, 2006

THE BULLETIN IS AVAILABLE ON OUR WEBSITE.

www.dola.state.co.us/propertytax/index.htm

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
6/21/06	Larimer County Position Opening (Notice Correction)	Review with staff. File in General Correspondence File.
6/21/06	Administration 942-Assessment Math	Review with interested personnel. Return registration form to Division. File in Education File.
6/21/06	Administration 912-Tax Increment Financing	Review with interested personnel. Return registration form to Division. File in Education File.
6/21/06	Administration 701-Assessor's Role In Listing Property	Review with interested personnel. Return registration form to Division. File in Education File.
6/21/06	Administration 917-Abstract of Assessment/ Certification to Taxing Entities	Review with interested personnel. Return registration form to Division. File in Education File.



6/21/06	Appraisal 520-Narrative Report Writing	Review with interested personnel. Return registration form to Division. File in Education File.
6/21/06	Appraisal 206-Advanced Income	Review with interested personnel. Return registration form to Division. File in Education File.



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TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Larimer County
Position Opening (**Notice Correction**)

DATE: June 21, 2006

DISTRIBUTION: Review with staff. File in General Correspondence File.

MEMORANDUM

The Larimer County Assessor's Office has a position opening for a Land Appraiser Trainee. See attached announcement for more information.





POSITION VACANCY ANNOUNCEMENT

Human Resources
2555 Midpoint Drive, Suite A
Ft. Collins, Co 80525-4425
Phone: (970) 498-5970
For Hearing Impaired Callers:
TDD (970) 498-7969
Jobline (970) 498-5979
Fax: (970) 498-5980
www.larimer.org/jobs

POSITION TITLE: APPRAISER TRAINEE - LAND APPRAISAL
POSITION NUMBER: ASR.722
DEPARTMENT: ASSESSOR
STARTING SALARY: \$16.33 PER HOUR
APPLICATION DEADLINE: 06/21/2006

ALL NEW EMPLOYEES AND REHIRS WILL BE REQUIRED TO PROVIDE DOCUMENTARY PROOF OF THEIR ELIGIBILITY FOR EMPLOYMENT

Gathers, collects, analyzes, and tabulates data for the appraisal of real property focusing on land appraisal. Appraiser Trainee will be required to value land using in-office tools, GIS software, and field inspections. May also insist in valuing residential, commercial buildings and parcels, multi-unit dwellings, mobile homes, manufactured homes, vacant land, agricultural, natural resources, specialty purpose property, personal property, and possessory interest property classes. Prepares required reports/documentation for protest hearings; performs standard field investigations, studies, and appraisals; assists in preparing information for audits; advises/assists taxpayers; and provides supporting documentation for the above-named properties in a team-based environment for taxing purposes.

ESSENTIAL FUNCTIONS:

- Perform field inspections of real property to establish a basis for property valuations.
- Locate, research, prepare, review, analyze, and present real property classes in the County for proper valuation and equitability.
- Validate information and compose/prepare appraisal reports and other documentation that may include analyzing land cost information, agricultural surveys, natural resource declarations, subdivision completion questionnaires, and sales confirmations.
- Create and record information about property attributes, using County-designated software to update and maintain property records and assigned values.
- Receive taxpayer protests with regard to disputes of property values and valuation methodology.
- Locate and identify blueprints, maps, plats, surveys, and other resources to perform property assessments.
- Identify and value properties affected by fire, flood, demolition, economic, physical, or functional obsolescence and pro-rate value as warranted.
- Educate and assist public by answering questions and protests pertaining to property appraisal, value, ownership, and description.
- Prepare re-appraisal reports supporting the Assessor value for abatement/valuation hearings with the County Board of Equalization, defending property values at that level during the protest process.
- Assist Appraisers at the Board of Assessment Appeals level.
- Apply the principles of mass appraisal and the Assessment Calendar.

OTHER DUTIES:

- Perform special studies and projects as assigned and required.
- Perform other duties as appropriate or necessary for performance of the job.

QUALIFICATIONS:

Knowledge of:

- Principles of land economics and property appraisal.
- Property appraisal procedures, methods, techniques, and real property classification.
- Construction materials, building design, terminology, costs, and depreciation.
- Scope and application of laws and regulations pertaining to appraisals.
- Department and County rules, regulations, policies, procedures, and standard operating procedures.

- The commercial and residential real estate market.
- Legal descriptions and mapping.
- The assessment calendar, Colorado Constitution, Division of Property Taxation Directives, Colorado State Statutes, and Uniform Standards of Professional Appraisal Practice (USPAP).
- Correct English usage, spelling, punctuation, and grammar.
- Standard office practices and procedures.
- Operation of standard office and business equipment including fax machines, copiers, financial calculators, and computers.
- Software and business applications including, but not limited to, word processing, spreadsheets, presentation, and database software.

Ability to:

- Provide professional customer service to clients and public.
- Communicate clearly and concisely, both verbally and in writing.
- Assemble and analyze data, preparing concise charts, records, and descriptions.
- Accomplish assigned workload in a timely manner and meet established performance standards and objectives.
- Perform duties independently that are appropriate and consistent with the level of position.
- Organize material and present information clearly and concisely in verbal and written form.
- Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.

EXPERIENCE AND TRAINING: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

- No experience required.

Training:

- High School diploma or GED. Additional college-level course work related to appraisals is desirable.

Licenses/Certifications:

- Possession of, or ability to obtain, a valid Colorado Driver's License.
- Ability to pass the National Uniform Appraiser Examination or obtain licensure at the Colorado State Licensed Appraiser Certification level within two years of hire.
- Maintain continuing education hours annually or as required.

PHYSICAL REQUIREMENTS:

- Must be able to work in extreme cold and heat, with temperature changes.
- Must be able to climb up to two flights of stairs to access/appraise residences.
- Must be able to work in adverse weather conditions including snow, wind, and rain.
- Must be able to stand and walk up to one and a half hours at a time taking measurements.
- Must be able to walk on uneven terrain including all types of landscaping products, construction sites, mud, and/or frozen ground.
- Must be able to climb in/out of county vehicles up to 20 times a day, with and without equipment.
- Must be able to operate a 100' measuring tape while walking and carrying a clipboard.
- Must be able to lift and carry a briefcase weighing 15 pounds with standard equipment and a container of paperwork weighing 20 pounds.
- Must be able to bend, stoop, stretch, twist, and/or squat to access residence.



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Acting Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 942-Assessment Math

DATE: June 21, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Assessment Math (Admin 942)

One-day Course

Education Credit: 7hours (continuing education only)

Tested: No

Recommended Prerequisite: None

Cost per student: \$5.00 (Please make checks payable to: Colorado Assessors Association)

- Whole numbers and fractions
- Decimals and percents
- Assessment rates, mill levies, and tax bill
- Proration
- Plane geometry
- Estimating answers
- Statistics and sales ratios
- Appraisal math
- Personal property math
- Use of a pocket calculator

Class times are 8:30am to 4:30pm

2006					
Cancelled	Eagle	Eagle Cty Bldg	970-320-8700	500 Broadway	Renee
7/20/06	Pueblo	Pueblo Cty Bldg	719-583-6590	1001 N Santa Fe	Renee





COLORADO ASSESSORS' ASSOCIATION
DPT EDUCATION REGISTRATION FORM
1313 Sherman Street, Room 419
Denver, Colorado 80203
(303) 866-2371 Telephone
(303) 866-4000 Fax

County Name

- ☐ Assessor's Staff
- ☐ Commissioner's Staff
- ☐ Treasurer's Staff
- ☐ Clerk & Recorder's Staff
- ☐ Other

Please submit one registration form for each course title.

Course Title	
Location	
Course Date	

County Contact Person		
Work Phone Number (Include Area Code & Extension)		E-mail:

NAME	E-MAIL	SOCIAL SECURITY NUMBER (First-time Students ONLY)	COLORADO APPRAISAL LICENSE NUMBER

For **appraisal** classes e-mail rebecca.fisk@state.co.us

For **administrative** classes e-mail evelyn.hernandez@state.co.us



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TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 912 – Tax Increment Financing

DATE: June 21, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Tax Increment Financing ***(Admin 912)***

Half-day Course

Education Credit: 7 hours (continuing education only)

Tested: No

Recommended Prerequisite: None

Cost per student: \$5.00 *(Please make checks payable to: Colorado Assessors Association)*

- ⇒ The definition and purpose of Tax Increment Financing (TIF)
- ⇒ Statutes and Court Cases
- ⇒ Urban Renewal Authorities (URAs) and Downtown Development
- ⇒ TIF and property taxes
- ⇒ Procedures for assessors
- ⇒ Determination of base value area
- ⇒ Annual calculation of increment
- ⇒ Adjustment of base and increment values due to general reassessment
- ⇒ Listing base and increment on the Abstract
- ⇒ Listing increment in Certification of Values

Class times are 9:30 am to 3:00pm

JULY 2006					
7/11/06	Greeley	Island Grove Park	525 N 15 th Avenue	970-304-6535 ext.2071	Greg
7/17/06	Gypsum	Road & Bridge Bldg	3289 Cooley Mesa Rd	970-328-3540	Greg





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TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 701-Assessor's Role in Listing Property

DATE: June 21, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Assessor's Role in Listing Property (Admin 701)

Five-day Course

Education Credit: 32 hours (continuing education only)

Tested: Yes

Recommended Prerequisite: Introduction to Assessment

Cost per student: \$25.00 *(Please make checks payable to: Colorado Assessors Association)*

- ⇒ Mapping and Land Descriptions
- ⇒ Assessment Maps and Parcel Numbering
- ⇒ Assessment Math
- ⇒ Plotting Metes and Bounds Legal Descriptions
- ⇒ Sales Confirmation Program
- ⇒ Assessment Levels, Mills, Tax Rates, and Tax Bills
- ⇒ Proration of Valuation
- ⇒ Annexations, Disconnections, Inclusions, and Exclusions
- ⇒ Abatement Process
- ⇒ Severed Minerals and Title Conveyance
- ⇒ Subdivisions and Condominiums

Class times are 8:30am to 4:30pm

2006					
7/24-28/06	Grand Jct	State Svcs Building	970-248-7318	666 S. 6 th Rm 101	John & Frank
8/28-9/1/06	Aurora	Centre Point Plaza	303-636-1100	14980 E. Alameda Dr.	Renee & Janeen





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Course Date	

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JoAnn Groff
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TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 917 – Abstract of Assessment/Certification to Taxing Entities

DATE: June 21, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

***Abstract of Assessment and Certification to Taxing Entities
(Admin 917)***

Two-day Workshop

Education credit: 14 hours (continuing education only)

Tested: No

Recommended Prerequisite: None

Cost Per Student: \$10.00

(Please make checks payable to: Colorado Assessors Association)

TOPICS:

- Theory
- Filing Deadlines
- Constitutional and Statutory Requirements
- Review of Data that is Reported, Including:
 - Omitted Property
 - Abated and Refunded Revenue
 - New Construction
 - Demolished and Destroyed Property
 - Tax Increment Financing; Base and Increment
 - Abstract Counts
- How Reports are Prepared
- How Data are Used
- Changes to the Abstract Program
- Distribution of State Assessed Properties
- Taxing Entity Boundary Changes
- Certification and Recertification of Mill Levies
- Tax Warrant
- Hands-On Exercise in Completing the Abstract and Certification of Values



Class times are 8:30am to 4:30pm

2006

DATE	City	Building	Phone Number	Address	Instructor
7/12-13/06	Greeley	Weld Cty Training Ctr	970-353-3845	1104 H Street	Greg & Janeen
7/18-19/06	Gypsum	Road & Bridge Bldg	970-328-3540	3289 Cooley Mesa Rd	Greg & Janeen
7/26-27/06	Walsenburg	Lathrop State Park	719-738-2376	70 County Rd 502	Greg & Janeen



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DIVISION OF PROPERTY TAXATION
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TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Appraisal 520 – Narrative Report Writing

DATE: June 21, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Narrative Report Writing

(APR 520)

Two-day Workshop

Education Credit: 15 Credit Hours (Initial License, License Upgrade, and Continuing Education)

Tested: Mandatory

Recommended Prerequisites: APR 108 - Intro. to Appraisal, APR 101 - Market Approach, APR 102 - Cost Approach, APR 103 - Income Approach

Cost Per Student: \$10.00

(Please make checks payable to: Colorado Assessors' Association.)

TOPICS:

- Mass Appraisal to Individual Report Writing
- Basis for Narrative Writing
- General Writing Guidelines
- Five-part General Narrative Outline

Class times are 8:30 a.m. to 4:30 p.m.

2006					
July 13-14	Durango	La Plata County Fairgrounds	970-247-2308	2500 Main Street Florida Room	Curt & Harry





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TO: All County Assessors

FROM: JoAnn Groff
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SUBJECT: Appraisal 206 – Advanced Income

DATE: June 21, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Advanced Income (APR 206)

Two-day Workshop

Education Credit: 15 Hours (License Upgrade and Continuing Education)

Tested: Mandatory

Recommended Prerequisite: Appraisal License; APR 108 - Introduction to Appraisal;
APR 103 - Income Approach to Value

Cost Per Student: \$10.00

(Please make checks payable to: Colorado Assessors' Association)

TOPICS:

- Investment Expectations
- Capitalization Techniques
- Compound Interest Tables
- Mortgage Equity Analysis
- Discounted Cash Flow
- Discount Rates
- Glossary

***** Students should bring an HP12C financial calculator, or equivalent, to class. *****

Class times are 8:30 a.m. to 4:30 p.m.

2006					
July 11-12	Durango	La Plata County Fairgrounds	970-247-2308	2500 Main Street Florida Room	Curt & Sue





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